



## Placement Description and Person Specification

### Volunteer Assistant, Data and Communications (Education, UK)

<p><b>Description of role:</b></p> <p>To support Born Free's Education Programme in the UK, with a specific focus on monitoring and evaluation data entry and programme communication, to enable the achievement of the organisation's Mission and Objectives.</p>
<p><b>Objectives:</b></p> <ol style="list-style-type: none"><li>1. Monitoring and evaluation data entry and cleaning.</li><li>2. Support the Head of Education with content creation for Born Free's communications channels.</li><li>3. Other tasks may arise on a mutually agreed basis.</li></ol>
<p><b>Internal relationships:</b></p> <p>The role reports directly to the Head of Education. Key internal staff relationships include, but are not limited to, the Education Officer (UK) and Youth Engagement Assistant (UK).</p>
<p><b>Required qualifications and skills:</b></p> <ul style="list-style-type: none"><li>• Computer literacy</li><li>• Willingness to sign Born Free's volunteer agreements and related documents.</li></ul> <p><b>Desirable skills:</b></p> <ul style="list-style-type: none"><li>• Experience with basic data management</li><li>• Good knowledge of wildlife, habitats and key current environmental issues</li><li>• A strong advocate for young voices and opinions and a good understanding of youth culture</li><li>• Strong interpersonal skills</li><li>• Highly motivated and reliable, with the ability to prioritise work and time.</li></ul>
<p><b>Agreement details:</b></p> <p>This is a voluntary position with no financial remuneration. Out of pocket expenses will be reimbursed, for pre-agreed expenditure and travel incurred in the process of performing activities on Born Free's behalf, in line with Born Free's expenses policy.</p> <p>This is a 7 hours/week, fixed term, 6-month placement, with the possibility of extending. The position is a combination of home-based remote working and face-to-face meetings and contact at the West Sussex office (all data entry must be carried out in the office). Normal hours are usually between 9am and 5pm with 1 hour for lunch but this role could be flexible around other commitments.</p>
<p><b>How to apply:</b></p> <p>Send a CV and cover letter of application, explaining your skills, availability and interest for the role, along with your CV, to <a href="mailto:laura@bornfree.org.uk">laura@bornfree.org.uk</a>.</p>